

## **Notice of the Annual Meeting of Buckden Parish Council**

**Monday 9th May 2022**

Tuesday 3<sup>rd</sup> May 2022

To: Councillor Breen, Councillor Jarrett, Councillor Ramsden, Councillor Vetch and Councillor Way

Dear Councillors

You are hereby summoned to attend The Annual Meeting of Buckden Parish Council at the Buckden Village Institute on Monday 9<sup>th</sup> May 2022 at 7.30pm to transact the business as listed below.

Yours Sincerely

Laura Jowett

Clerk to the Council

[buckdenclerk@gmail.com](mailto:buckdenclerk@gmail.com) / 07859 406535

### **AGENDA**

#### **2223/01 Election of Chairman**

#### **2223/02 Declaration of acceptance of office**

- a) To receive the Chairman's signed declaration of office
- b) To receive declarations from all councillors following uncontested election
- c) To resolve to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council

#### **2223/03 Apologies for Absence**

To consider and approve reasons for absence.

#### **2223/04 To receive Councillors' Declarations of Interest and consider any requests for dispensations.**

#### **2223/05 Minutes.**

To approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 11<sup>th</sup> April 2022.

#### **2223/06 Public participation**

### **2223/07 Election of Vice Chairman**

### **2223/08 Policies**

To review:

- a) Standing Orders
- b) Financial Regulations
- c) Complaints procedure
- d) Code of conduct

### **2223/09 Documents**

To receive and approve

- a) The Asset Register
- b) The Council's Risk Assessment

### **2223/10 Meeting dates**

To confirm the dates of future meetings for the civic year 2022-2023

### **2223/11 Resolution to Adjourn the meeting to receive reports from Invited Guests and District / County Councillors**

### **2223/12 Highway Matters**

To consider any highways issues in the parish and any action required

### **2223/13 Planning**

- a) To receive a letter and petition in support of application C/13/63B
- b) To consider application C/13/63B Full planning permission for conversion of roadside barn into a two-bedroom dwelling; erection of single storey lean-to extension and installation of package sewage treatment plant and air source heat pump at High Haw Garth Barn, Buckden, Skipton, BD23 5JA

### **2223/14 Correspondence**

- a) To receive and consider an invitation to make nominations for a Councillor to be elected to be a parish member of the Yorkshire Dales National Park Authority.

### **2223/15 Council business**

- a) To consider the status of Back Lane, and agree any action required
- b) To consider the removal of village Closed Circuit TV cabling

### **2223/16 Finance**

- a) To receive and note the Bank Statements and a bank reconciliation to 30<sup>th</sup> April 2022
- b) To receive the renewal quote for the council's insurance
- c) To approve the following payments:
  - i. BHIB: Insurance renewal: £260.13
  - ii. Debbie Roe: Internal Audit Services: £50.00
  - iii. Shaun Close: maintenance work to parish benches: £310.11

- iv. TDP: Memorial Bench: £592.68 (includes £98.78 VAT)
- d) To consider amendments to the bank mandate to enable signatories to input payments

#### **2223/17 Annual Governance and Accountability Return**

- a) To receive the Internal Auditor's report
- b) To consider the Annual Governance Statement (Section 1)
- c) To consider and approve the Accounting Statements (Section 2)
- d) To declare Buckden Parish Council as exempt from a limited assurance review (under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015) for 2021-2022 due to gross income and expenditure being below £25,000 and to approve the Certificate of Exemption.
- e) To note the period for the exercise of public rights  
The period for the exercise of public rights will be the 13<sup>th</sup> June to the 22<sup>nd</sup> July 2022

**2223/18 To resolve that members of the press and public be excluded from item 2223/19 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (staffing matters)**

#### **2223/19 Staffing matters**

- a) To note the Clerk's resignation
- b) To consider arrangements and agree expenditure for recruitment

#### **2223/20 Date of the next meeting**

The next meeting of the Council will be held at 7pm on Monday 13<sup>th</sup> June 2022

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting.